



# IEB Meeting

## IEB Minutes – Through School

<b>Date of Meeting:</b> 24 January 2018	<b>Time of Meeting:</b> 2:00-4:15 PM
<b>Venue:</b> Sunshine Room	<b>Minutes Taken by:</b> Chito Sutton

<b>Attendees:</b>	Mr David Willey (DW)	-	Chair, IEB
	Ms Debbie James (DJ)	-	IEB member
	Mr Richard Beamish (RB)	-	IEB member
	Br Arshad Mohammed (AM)	-	Head Teacher
	Br Shawkat Chowdhury (SC)	-	Deputy Head Teacher
	Mr Anthony Bolton (AB)	-	Strategic Business Manager
	Mr Steve Edmonds (SE)	-	School & Governor Support
	Br Haroon Rashid (HR)	-	Parent Representative
	Br Adam Kiani (AK)	-	Parent Representative
	Mrs Chito Sutton (CS)	-	Clerk to the IEB

Apologies: Dr Rizwan Syed - IEB Member

ITEMS DISCUSSED	ACTION	COMMENTS
1. Prayer		
2. Apologies Dr Rizwan Syed		
3. Declaration of Business Interests No change		
4. Minutes of Previous Meeting and Matters Arising Amendments given Matters Arising: <u>Page 7</u> DW – Asked if there was any update on the 3 items? SC – Replied that the update will be included in the Head Teacher's report that will be discussed later. <u>Page 9</u> RB – Asked about the dates when the Finance		

<p>Report would be shared with the Board. Happier if it remains a standard agenda at every meeting even if just a summary can be provided.</p> <p>DJ – Requests that the report/summary be emailed to the members before each meeting.</p> <p><u>Page 10</u></p> <p>DW – Asked about the full-time equivalent for Teaching Assistants</p> <p>AB – Replied that he will forward the information to the members as soon as possible.</p> <p>DW – Asked if the matter of the £1k funding for EYFS was resolved?</p> <p>AM – Replied that with his delegation to approve up to £10k expenses, funding was secured from savings. Informed the Board that a lot of work on improving EYFS continues to be made.</p> <p>DW – Asked how the school was coping with the departure of some staff?</p> <p>AM – Informed the members that this query will be addressed in his report later.</p>		<p>Actioned 25/01/18</p>
<p><b>5. Future Direction &amp; Development of the School</b> <b>CONFIDENTIAL</b></p>		
<p><b>6. External Governance Review</b> <b>CONFIDENTIAL</b></p>		
<p><b>7. Head Teacher’s Report</b></p> <p>AM – Said that there have been serious challenges operating with only a skeletal staff, eg staff sickness absence. The situation has been exacerbated by the difficulty in replacing some teaching posts like Head of Science and Head of English.</p> <p>Supply staff have been recruited to cover vacancies. It is hoped that the appointment of two cover supervisors will help the staffing problems.</p> <p>In the meantime, members of the senior leadership team have been helping out with teaching and intervention.</p> <p>DW – Asked if the vacancies, especially of subject heads, will affect the GCSE results in June?</p>		

AM – Replied that it may, but that they were monitoring the situation in order to minimise the effect, hence the use of cover as well as considering giving more responsibility to a science teacher due to return from maternity leave.

Shared his concern that the school where the former of Head of Science moved to is expanding and that there may be a risk of more staff leaving Al Hijrah. The longer the uncertainty of the school's future, the greater the risk of losing more staff. This is the first time that staffing has become an issue.

Said that other than science, the impact on exam results on other subjects will be minimal, that Key Stage 4 predicted results will be better than last year's.

In Key Stage 1, a long serving teacher has been granted unpaid leave to care for an ailing mother. A teacher has been appointed to cover.

SC – Confirmed that in primary, other than the teacher on long term unpaid leave, staffing is fairly stable.

With regards to the Year 5 desegregation, the pupils have settled down well. Teachers also reported that behaviour has improved. There were no complaints from parents.

The GCSE Presentation went well.

RB – Said that although it was a mixed event, the girls and boys sat separately.

AM – Said that SLT were looking at organising more mixed events to comply with the court ruling.

Thanked the IEB members for attending the Presentation Evening.

Reported that the KS2 Maths issue of poor leadership has been resolved with KS4 lead taking over and working alongside the KS2 lead. The KS4 lead also delivered CDP on bar modelling.

SC – Added that he now undertakes daily Maths intervention with Yr 6 pupils. Intervention lessons on a Saturday have also been introduced.

Said that 2 Head Teachers who were KS2 specialists recently visited the school and were blown away by the pupils' performance.

Also added that SLT has realised that there is a need to develop middle leaders to reduce their reliance on SLT. They will be encouraged to visit other schools to observe and learn how to analyse books.

With regards to Year 11 mock exams, they were disappointing but results were the same as last year. This has led to modifying the prediction from .92 to .87.

Reported that a lot of work has been done on the EYFS outdoor areas using everyday materials. Different stations for different development points have been set up. There has been a lot of progress on the Action Plan previously submitted.

Confirmed that there were recruitment issues. Along with the Heads of English and Science, there was also a need to recruit teachers in Maths, Art, and Arabic.

AM – Reported that building work has started on the roof of the main hall. During half term, the floor of the main hall will be replaced to minimise disruption to school.

There is now a summary on secondary and pupil data.

SC – Said that the Autumn 2 data will be reported at the next meeting.

With regards to behaviour, there has been a reduction in the issuance of red cards.

There was one external exclusion so far this term. The process of managed move is working, although there may be an increase in numbers by the next meeting due to a Year 9 girl.

On attendance, data on primary was better than secondary but overall attendance dipped due to:

- persistent absence of reception children, majority of whom are under 5 and cannot legally be forced to attend school;
- one child taken to Pakistan by parents. Police were involved and the parents were fined;
- one pupil with leukaemia whose siblings do not attend school when pupil is unwell;
- absence of Reception pupil whose mother passed away;
- 2 pupils pulled out of school to be home educated without the school receiving the proper

<p>documentation and therefore cannot as yet be taken off the register.</p> <p>Also reported that following a recheck of the data, the percentage of pupil premium proportion was correct. In fact, attendance of said pupils are higher in some classes than non-pupil premium students.</p> <p>DJ – Asked if the enrichment activities that AM reported on, are mixed or could be mixed?</p> <p>SC – Replied that he would check and get back to the IEB.</p> <p>DJ- Asked for the Head Teacher’s report to be emailed to the members sooner, ie, by the Monday before the Wednesday IEB meeting.</p>	<p>SC – to report back on gender make up of enrichment activities.</p> <p>AM to email HT report to members by the Monday prior to an IEB meeting.</p>	
<p><b>8. Strategic Risk Management</b></p> <p>AB – Presented two papers – Risk Strategy and Risk Register.</p> <p>Said that these will be new for some schools. The documents were originally developed for companies and adopted in education initially by academies due to their legal nature. Local Authorities/schools are now beginning to realise the importance of managing risk.</p> <p>The documents’ sources are the Institute of Risk Management and National Forum of Risk Management with objectives similar to producing a risk assessment but on a higher level.</p> <p>SLT will need to identify the strategies to be applied and their roles and responsibilities, addressing 5 key items (paragraph 3.2), and determining how much risk is to be evaluated.</p> <p>The documents look at layout where red means high risk area, scoring 6 or more</p> <p>Said that the IEB may decide for the school to be risk averse in the future because of the nature of the</p>		

<p>school.</p> <p>DW – Asked who is responsible for the Risk Register in school?</p> <p>AB – Replied he was.</p> <p>Paragraph 3.6 explains how to address risk – avoid, transfer, mitigate or accept. In most schools, Strategic Risk Management is a live document that is looked at regularly by a Finance Committee that reports to the Governing Body annually.</p> <p>The Strategy produces the Risk Register which is divided into 4:</p> <ul style="list-style-type: none"> <li>• Strategic (reputational)</li> <li>• Operational</li> <li>• Compliance</li> <li>• Financial Risks</li> </ul> <p>and are RAG- rated.</p> <p>RB – Gave examples of those that are red on the Register.</p> <p>AB – Said that the document will be a first for the school and proposes that the school adopts it.</p> <p>RB – Said in other organisations, the process will not be time-consuming if there is no change and risks are managed correctly. It will be a different matter if major changes happen. Recommended that any risk issues are raised with the IEB as and when necessary.</p>		
<p><b>9. Parent Representatives</b></p> <p>DW – Welcomed the representatives and informed them that a meeting with the Children’s Strategic Director, the IEB, Head Teacher and Parent Representatives will be organised in school to discuss the future of the school.</p> <p>Also informed them that RB attended a meeting with the Director yesterday when no concrete decisions were made – very much topical, rather than definites.</p> <p>RB – Added that the Regional Schools Commissioner accepted the importance of consulting parents and staff. The Strategic Director then agreed to put to the parent representatives the principles discussed.</p>		

Said that the Childrens' Asst Strategic Director commended the move by the school to desegregate the Year 5 pupils as a move in the right direction.

With regards to the new structure, the Strategic Director confirmed that the Islamic ethos will be maintained and that there will be separate sex schooling at secondary level. The new structure will comprise:

1. Separate primary school by September 2018;
2. Secondary Boys – to move to a new Islamic school that might be opening within a year's time; and
3. Secondary Girls – to increase to a 4-form entry on the current school site

Parents will be asked their views on the proposed structure.

HR – Said that his initial thoughts were that the proposal was a good idea but asked if the three schools will be under the Al Hijrah banner?

RB – Replied that that may not be the case, but assured the parents that the new schools will all retain an Islamic ethos.

HR – Said that he understood that nothing was yet definite and that the central message was the maintenance of an Islamic ethos and the best interests for the children not necessarily under Al Hijrah.

Asked if any sponsor has come forward?

RB – Confirmed that there were discussions between the Local Authority and the Regional Schools Commissioner about a possible academy sponsor that followed Islamic ethos and had a good reputation.

HR – Asked that if there were no sponsor coming forward, would the authorities consider a Parents' Trust?

DW – Said that any sponsor will have to have the approval of the Regional Schools Commission (RSC).

AK – Asked if setting up one would be possible?

DJ – Confirmed that a Parents' Trust could be set up but will have to be approved by the RSC.

RB – Added that the RSC, before giving its approval,

will investigate a Trust's resources, baggage, etc.

HR – Said that it would be a case of “needs must”. He acknowledged the expertise of the IEB but asked that parents’ views are taken into consideration,

RB - Said that a Parents’ Trust was not raised at last night’s meeting.

HR – Confirmed that this was a new entity but prefers an academy sponsor with the Parents’ Trust as second best. Asked if the Department of Education would consider a new Trust?

DW – Replied that sponsors with Islamic ethos already exist.

RB – Said that at this point, there was a lot of conjecture and it was worth having one more concept to consider.

DW – Said that his personal view was if an interested sponsor signs up and can demonstrate its history of maintaining an Islamic ethos, he would prefer to go with this sponsor rather than a brand new one.

HR – Agreed with David but warned that all involved must not lose sight of the timetable.

RB – Said that the representatives’ concerns just shows that parents are serious about the school’s future.

HR – Raised the other issue of mixing sexes – that when something happens in school, the reverberation is felt outside with the help of social media causing bad publicity. A recent example was a Year 10 pupil who texted that the Presentation Evening was held with boys and girls mixed which upset parents. Asked that the representatives are first informed before any action/change is undertaken by the school.

AM – Replied that assemblies were always mixed for the past 3-4 years. One assembly was held rather than several by Key Stages. Nothing new or different was introduced.

DJ – Said that ultimately, it comes down to communication.

AM – Said that he assumed that events that were held in the past were still acceptable to parents.



<p>HR – Said that some parents were stirring up negative feelings amongst other parents.</p> <p>AK – Added that they would help eradicate these negative feelings but that they should be first informed of any action that may worsen the current situation before the school implements it.</p> <p>DJ – Assured the representatives that neither the IEB nor the school has any appetite to mix lessons or social events any more than it has to.</p> <p>AM – Said that he has a personal stake, being a parent himself, and that he would not introduce anything in the school that will be contradictory to his faith.</p> <p>HR – Said that the Parent Steering Group will be a bridge between the parents and the IEB/School and that it will do its utmost to eradicate misinformation amongst parents.</p> <p>RB – Asked the representatives to reassure the parents on limited integration and that at mixed events, girls and boys may be in the same room but are/will be sat separately.</p> <p>HR – Said that 300 letters from parents supporting the Steering Group were sent to Colin Diamond informing him that they were happy for the Steering Group to meet with him and the IEB.</p> <p>SC – Asked HR how many were in the Steering Group?</p> <p>HR – Replied that there were 11 and all were professionals.</p> <p>DJ – Said that the IEB would prefer to deal with just one parent group that represented all or the majority of the parents.</p> <p>AK – Reiterated that regular communication would avoid/pre-empt doubts in parents’ minds.</p> <p>HR – Said that he could ask legitimacy of the steering group from the parents but he could not assure that all parents will be happy.</p> <p>DJ – Said that the geographical distances between the three schools may throw a spanner in the works and affect parents’ views.</p> <p>DW – Thanked HR &amp; AK for attending and assured them that they will be contacted as soon as a date</p>		
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for the meeting with Colin Diamond is set.		
<p><b>10. Any Other Business</b></p> <p>AB – Informed the Board that the school will be used as a polling station for the first time on 03 May 2018 and will be closed to some pupils.</p> <p>DJ – Reminded AB that the school needs to ensure that there will be no contact between pupils and voters in accordance with Safeguarding Children Regulations. If that is not possible, then the school should be shut for all pupils.</p> <p>AM – Said that only the portakabins will be used as a polling station and dividers will be set up to isolate the portakabins from the rest of the site.</p>		
<p><b>11. Date of Next Meeting: 28 February 2018</b></p>		

**Minutes Approved:**

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 David Willey  
 Chair of Interim Executive Board

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 Date